

Town Planning Project Check List

Candidates must ensure that they are familiar with all requirements for the examinations. These are contained in *BOSSI Determinations* and *Registration Examination: Guidelines for Land Surveying Assessment*. The below information is provided to assist candidates

Submission check	
Project Certification Form	<input type="checkbox"/>
Project meets guidelines: <ul style="list-style-type: none"> • Conventional residential subdivision 20 hectares or 50 lots, or • Rural subdivision 50 hectares or 20 lots, or • Industrial subdivision 20 hectares or 20 lots 	<input type="checkbox"/>
Copy of the titles for the relevant parcels of land	<input type="checkbox"/>
Two A3 size set of plans (includes site analysis plans, lot layout and road layout plans)	<input type="checkbox"/>
One copy of the applicable Local Environmental Plan together with one copy of any applicable Development Control Plans	<input type="checkbox"/>
List of the current State Environmental Planning policies that apply to the development site	<input type="checkbox"/>
A copy of any other relevant reference documentation, such as external consultant studies undertaken over the site	<input type="checkbox"/>
Evidence of site visit	<input type="checkbox"/>
Two copies of the Planning Report and Statement of Environmental Effects	<input type="checkbox"/>
Two copies of the completed Development Application form	<input type="checkbox"/>
Two copies of the Economic Feasibility	<input type="checkbox"/>
Metadata statements for all sourced information (see Appendix A in Guidelines)	<input type="checkbox"/>
Working drawings to demonstrate the process resulting in the adopted lot and road layout	<input type="checkbox"/>
One electronic copy of the submitted project as per requirements detailed below	<input type="checkbox"/>

Please Note:

All projects submitted as part of any assessment shall be additionally submitted in electronic means as per the following requirements:

- All individual files are merged into one file and in similar layout as per the hard copy which was submitted for the assessment.
- This file is to be in PDF format.
- Submission is to be via USB memory stick. The USB submitted will be retained by BOSSI and should therefore only contain files relevant to your project.
- The file is to be named using the convention:

ID_Name_Assessment_Month_Year.pdf

e.g. 243_John Smith_Town Planning_October_2017.pdf

Dress code for the viva voce examination, for both candidates and examiners is “professional”. Candidates must dress to the same standard they would if they were attending a job interview or representing their work organisation to an influential client.